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MEMORANDUM NO. OVCAA-BMP 16-192

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Interactive Learning Center (ILC) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Interactive Learning Center (ILC) Diliman, formerly the Diliman Interactive Learning Center (DILC). At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of ILC Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), ILC Diliman has the following main functions:

- a. Resources: (1) make available facilities and tools for production and use of teaching and learning materials; and (2) develop and maintain online learning management systems;
- b. Trainings and Services: (1) facilitate trainings and discussions on educational technologies, including acceptable-use policy; and (2) promote multimedia, web, and mobile services to enhance teaching and learning;
- c. Policies and Standards: (1) recommend policies and guidelines to ensure quality of online teaching and learning materials; and (2) recommend technological facilities and tools for the advancement of teaching and learning; and
- d. Linkages: (1) coordinate with the Office for the Advancement of Teaching (OAT) Diliman, General Education Center (GEC) Diliman, and other University offices on services, activities, and projects for instructional design and advancement of teaching; and (2) establish external linkages for implementation of services, projects, and activities on online teaching and learning system.

Programs and Services of ILC Diliman

Existing Programs and Services

The Office will continue to implement and enhance the following programs and services:

- Development and maintenance of the University's virtual learning management system (LMS, currently, UVLê);
- Provision of teaching/learning materials and other resources for education technology;
- Development and maintenance of web and mobile services for teaching and learning, research, creative work, and extension service: (1) ILC Diliman website, which contains learning materials and other resources, (2) collaborative/community platform (currently, iskWiki), (3) platform for online sites creation (currently, Pages.UPD), (4) conference management system (currently, Conference.UPD), (5) feedback system and/or service site (currently, Helpdesk), and (6) other web and mobile services (e.g., upCurrents, upDox);
- Provision of multimedia services: (1) video recording, (2) streaming, (3) video conferencing, (4) video post-production and/or editing, and (5) learning materials development;
- Rental of audiovisual facilities and equipment: (1) video conferencing and recording rooms, (2) training rooms equipped with internet-connected computers, and (3) multimedia equipment and paraphernalia;
- Conduct of training programs and on-demand consultations regarding (1) ILC Diliman services and (2) multimedia teaching paraphernalia/materials; and
- Internship program for students of partner academic units and other universities.

New Programs and Services

Effective August 2016, ILC Diliman will provide the following programs and services:

- Conduct of training programs, seminar-workshops and on-demand consultations regarding: (1) effective interactive learning and innovative teaching strategies, (2) use of education technology and alternative tools for developing and/or using materials for blended instruction, and (3) incorporating the blended learning approach in course design; and
- Provision of blended learning/teaching support services for the teaching staff, students, and the general learning public, including, but not limited to, evaluation of use of LMS, assessment of student engagement and/or learning in UVLê.

Other programs and services consistent with the functions of ILC Diliman shall be announced from time to time.

Kindly also note that ILC Diliman's website is now <ilc.upd.edu.ph> and its current email addresses are <updilc@gmail.com> and <dilc@upd.edu.ph>.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
ILC Director, Dr. Joseph Ryan G. Lansangan